

From: Cynthia Caporale/ESC/R3/USEPA/US
Sent: 4/17/2012 10:11:06 AM
To: Cynthia Metzger/ESC/R3/USEPA/US@EPA
CC: Robin Costas/ESC/R3/USEPA/US@EPA; Fred Foreman/ESC/R3/USEPA/US@EPA
Subject: Re: My first draft for "paragraph" requested last Friday

Another suggested change: Sampling was in January, February and March.

From: Cynthia Metzger/ESC/R3/USEPA/US
To: Robin Costas/ESC/R3/USEPA/US@EPA
Cc: caporale.cynthia@epa.gov, Fred Foreman/ESC/R3/USEPA/US@EPA
Date: 04/16/2012 03:27 PM
Subject: Re: My first draft for "paragraph" requested last Friday

looks good so far.

Couple things:

Need to add language identifying the various sources of data (Region 2, 9, NAREL, Pace, Test America. Isotech, the micro lab), and maybe the parameter classes for each (per the FSP).
Need to state what's in their case files, since they may look different than ours. May need to get this from Fred.
We might also have to explain why they look different.

Made some editorial changes to your text below. Let me know if you have any questions. Thank you.

Cindy Metzger, Director
Office of Analytical Services & Quality Assurance
EPA Region III
701 Mapes Road
Ft. Meade, MD 20755-5350
410-305-2735 (voice)
410-305-3095 (fax)
metzger.cynthia@epa.gov

From: Robin Costas/ESC/R3/USEPA/US
To: Cynthia Caporale/ESC/R3/USEPA/US@EPA, Cynthia Metzger/ESC/R3/USEPA/US@EPA
Date: 04/16/2012 09:40 AM
Subject: My first draft for "paragraph" requested last Friday

Dimock, PA Ground Water Site
EPA Laboratory Analytical Results Case Files, electronic version

The electronic files of the EPA Region III Laboratory analytical results case files are organized by the OASQA internal numbering system called Work Order (WO) numbers. There are seven WO numbers which include the analysis of all of the samples collected during the months of February and March for the following groups of chemical compounds: volatile organics, semi-volatile organics, metals.... The first four WOs contain approximately 50 samples each (includes blanks and filtered metals). Within each WO will be the following types of documents:

Analytical Request Forms
Case File Checklist
Report Checklists
Final Report

Chains of Custody (COCs)

WO report

Communication memos

Electronic Data Deliverables (EDDs) .txt files - I assume we need to put this on the website, too?)

Analytical Data for each parameter [*are they always in this order? If not this should state "Not in any particular order"*]:

Peer Review Report

Technical Review Checklist

WO report

Benchsheets

Preparation Logs

Standard/Reagent Logs

Secondary Equipment Logs

Analyst notes and method updates

Raw data - includes calibration and tuning information

Calculation worksheets

Work Order files are named as follows:

WO 1201013 week 1

WO 1201015 week 2

WO 1202001 week 2

WO 1202003 week 3

WO 1202004 week 3

WO 1202005 week 4

WO 1203001 week 5

robin

Robin Costas, Chemist

EPA Region 3, OASQA

Ft. Meade, Md 20755

410-305-2659